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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G



25X1A

20 February 1969

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINAR (PLANNING)

DATES 13-18 April 1969
(This Seminar is in session from Sunday afternoon to Friday afternoon.)

LOCATION

25X1A

OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and to familiarize participants with the Agency's overall planning system.

FOR

Senior line and staff officers who have a need for better understanding of planning methods and processes.

Minimum grade level: GS-15

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning by identifying and analyzing basic approaches and selected techniques. It provides orientation on the Agency's Planning, Programming, and Budgeting System. This course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.

For maximum effectiveness each seminar requires substantial representation from each of the major components.

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This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

(Over, please)

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PRECOURSE
WORK

Approximately 25 hours. Material will be sent out on or about Wednesday, 26 March 1969.

REGISTRATION

Limited to 45. Submit Form 73 to OTR/RS/AIB, Room 832 Glebe. Closes Friday, 21 March 1969. No substitutions to be made after this date because of precourse work requirements.

TRAVEL ORDERS
AND COST

Responsibility of participating office. ~~SECRET~~

ADDITIONAL
INFORMATION

On course content, call ext [REDACTED]
On registration, extension [REDACTED]

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